



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 12631.1
ASN (M&RA)/OCHR 011
19 JUN 2018

SECNAV INSTRUCTION 12631.1

From: Secretary of the Navy

Subj: CREDIT FOR PRIOR NON-FEDERAL WORK EXPERIENCE AND CERTAIN
MILITARY SERVICE FOR DETERMINING LEAVE ACCRUAL RATE

Ref: (a) 5 U.S.C. § 6303
(b) 5 CFR Part 630
(c) DoD Instruction 1400.25, Volume 631 of 31 August 2009
(d) SECNAVINST 12300.9A
(e) OPM's Guide to Processing Personnel Actions
(f) SECNAVINST 12250.6A
(g) SECNAV M-5210.1 CH-1
(h) SECNAVINST 5211.5E
(i) SECNAV M-5214.1

Encl: (1) Responsibilities
(2) Documentation Procedures
(3) Required Documents Checklist

1. Purpose. To establish Department of the Navy (DON) policy, guidance, and procedures, to assign responsibilities as referenced in enclosure (1), and delegate authority for crediting of non-Federal, volunteer, and active duty uniformed service experience that is otherwise not creditable when determining annual leave accrual rate, per references (a) through (c).

2. Applicability. This instruction applies to appropriated fund employees within the Office of the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all U.S. Navy, U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the DON, including activities for which the DON serves as the executive agent.

3. Policy. Per reference (c), it is the DON policy that:

a. Newly appointed employees or employees reappointed after a break in service of at least 90 calendar days may be granted credit for non-Federal, volunteer, and active duty uniformed service if the skills and experience of the employee are

essential to the new position and have been acquired through performance in a non-Federal, volunteer, or active duty uniformed service position having duties that directly relate to the duties of the position to which the employee is being appointed. The skills and experience of the employee must be necessary to achieve an important agency mission or performance goal. DON officials may consider credit for qualifying non-Federal, volunteer, and active duty uniformed service toward annual leave accrual to meet their civilian strategic human capital needs. There is no entitlement to credit for non-Federal employment, active duty uniformed service, or volunteer experience pursuant to this instruction. Such credit is discretionary, and shall be applied consistent with reference (d);

b. This incentive must be offered and approved as part of the recruitment process and the amount of service credit (computed in terms of years and months) must be determined prior to the employee's Entrance on Duty (EoD) with a minimum one-year service credit to a maximum of 15 years' service credit. Service credit determination must be made in writing prior to the EoD as identified in enclosures (2) and (3);

c. When making determinations authorizing leave accrual service credit, factors such as the currency and relevancy of the experience, the criticality of the position to the mission, the difficulty in filling the position, and the existing capabilities to attract candidates to the position must be considered;

d. To be creditable for each period of service, the experience must be directly related and equivalent to the next lower grade level or pay band (if appropriate) in the normal line of progression for the occupation in the organization (e.g., experience comparable to General Schedule (GS)-11 level for a position at the GS-12 level). Other work experience at lower levels, (e.g., experience at GS-7 or GS-9 for a GS-12 position) while valuable, cannot be credited as directly related experience. A comparison of military and civilian equivalent grades chart may be used as an additional tool while making determinations;

e. Any creditable annual leave for uniformed service must have been performed on active duty and served under honorable conditions, as defined in Chapter 6 of reference (e). An employee may not receive dual credit for the same period of active duty uniformed service (i.e., military retirees may not

receive credit for both verified campaign time and time credited, per this instruction);

f. Retroactive determinations on the annual leave accrual rate for current employees are not authorized;

g. Service granted under this authority is not creditable for retirement or reduction-in-force purposes;

h. Education cannot be deemed or credited as directly related experience;

i. Service granted under this authority shall remain creditable indefinitely unless the employee fails to complete one year of continuous Federal service within the Department of Defense (DoD);

j. An employee who is placed on leave without pay during the required one-year period of continuous Federal service shall have the continuous service period requirement extended by that amount of time. This requirement does not apply to employees who are placed on leave without pay due to active duty uniformed service or compensable injury (i.e., worker's compensation); and

k. An employee who separates from the DoD or transfers to another Federal agency outside the DoD before completing one full year of continuous service is not entitled to retain service credit for non-Federal, volunteer, or active duty uniformed service work experience provided under this recruitment flexibility.

4. Action. Pursuant to reference (f), DON officials with delegated authority to authorize and approve crediting of non-Federal, volunteer, and active duty uniformed service shall take all necessary actions to implement the provisions outlined in this instruction. DON organizations shall use this authority consistent with merit system principals.

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:

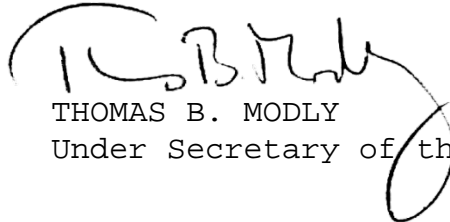
<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office per references (g) and (h).

6. Forms and Reports

a. Forms. SECNAV 12631/1, Request For Credit of Non-Federal, Volunteer, and Active Duty Uniformed Service Experience For Annual Leave Accrual Rate Coversheet is available electronically on the Naval Forms Online Website at:
<https://navalforms.documentservices.dla.mil/>.

b. Reports. The reporting requirements contained within enclosure (2), paragraph 4 and enclosure (3), paragraph 8 are exempt from information control per reference (i).


THOMAS B. MODLY
Under Secretary of the Navy

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RESPONSIBILITIES

1. Assistant Secretary of the Navy (Manpower and Reserve Affairs) has overall program responsibility for assessment and evaluation of the use of this authority.
2. Deputy Assistant Secretary of the Navy (Civilian Human Resources) is responsible for management and oversight of civilian hiring flexibilities.
3. The CNO and CMC are responsible for ensuring this policy is implemented within the units and organizations that fall under their cognizance. The Department of the Navy/Assistant for Administration (DON/AA) is responsible for ensuring this policy is implemented within the Secretariat. CNO, CMC, and DON/AA are:
 - a. Delegated the authority to approve requests for crediting of non-Federal, volunteer, and active duty uniformed service experience for annual leave accrual rate as prescribed in references (a) through (d) and (f). This authority may be further delegated, in writing, no lower than activity heads and commanders; and
 - b. Responsible for appropriate and effective use and oversight of this recruitment flexibility. Procedures must be written to ensure proper use and accountability. Recordkeeping procedures must be established per references (c), (g), and (h).
4. Director of Office of Civilian Human Resources (OCHR) is responsible for the administration, interpretation, review, analysis, and modification of crediting experience and for determining annual leave accrual rate policy.
5. Directors of OCHR Operations Centers retain final approval authority, per reference (f) and are responsible for:
 - a. Verifying all service to be credited is equivalent to the next lower grade level or pay band, per this instruction section 3, paragraph d;
 - b. Verifying all required documentation is provided, as identified in enclosure (3);

c. Ensuring all written final job offer letters include the total amount (years and months) and corresponding accrual rate of non-Federal, volunteer, and active duty uniformed service credit offered;

d. Ensuring the one-year continuous service requirement, as required by reference (c) is annotated in the final job offer letter and on the Notification of Personnel Action Standard Form (SF)-50;

e. Ensuring that no dual creditable service for Service Computation Date (SCD) Leave has been granted upon receipt of the "Verification of a Military Retiree's Service in Non-Wartime Campaigns or Expeditions" SF-813 from the National Personnel Records Center-Military;

f. Ensuring the SCD-leave is adjusted appropriately when an employee is transferring outside the DoD or separating from Federal service; and

g. Ensuring the SCD-leave is updated accordingly utilizing the prescribed automation system (i.e., Defense Civilian Personnel Data System) and with appropriate remark codes.

6. Directors of Civilian Human Resources are responsible for ensuring that policies and procedures related to the granting of service credit for annual leave accrual within their respective commands comply with this instruction.

7. Human Resources Office (HRO) Directors are responsible for:

a. Providing advice and guidance to activity heads, commanders, and hiring managers on the appropriate use of this hiring incentive to include crediting annual leave for non-Federal, volunteer, and active duty uniformed service experience at the appropriate grade level or equivalent, per this instruction section 3, paragraph d;

b. Ensuring all required documentation identified in enclosure (3) of this instruction is complete and forwarded to the servicing OCHR Operations Center for review and inclusion in the final job offer letter prior to the EoD; and

c. Concurring or non-concurring with any request submitted.

8. Hiring Managers are responsible for:

a. Evaluating on a case-by-case basis, if this authority is essential to achieve an important mission or performance goal;

b. Considering any existing workforce compensation flexibilities previously utilized;

c. Ensuring approval is granted by the appropriate approving official per this instruction;

d. Determining in coordination with the servicing HRO, the experience recommended for credit is per this instruction section 3, paragraph d;

e. Computing in consultation with the servicing HRO, the leave accrual rate on a month-for-month basis with a minimum one-year service credit to a maximum 15 years' service credit for directly-related work experience which is current, relevant, and equivalent to at least the next lower grade level or equivalent; and

f. Forwarding all required documentation identified in enclosure (3) to the servicing HRO prior to the employee's EoD.

DOCUMENTATION PROCEDURES

1. Enclosure (3) provides a checklist of all required documents necessary when requesting the crediting of prior non-Federal, volunteer, and active duty uniformed service.
2. Approval memorandum signed by the Head of the Echelon 1 or 2 command or delegated authorized official must be received by the OCHR Operations Center prior to the employee's EoD and must be retained in the Electronic Official Personnel Folder (eOPF).
3. SECNAV 12631/1, Request for Credit of Non-Federal, Volunteer, and Active Duty Uniformed Service Experience for Annual Leave Accrual Rate Coversheet, shall be used to document the relevant experience at the next lower grade level or equivalent that directly relates to the position, including specific beginning and ending dates and must be retained in the employee's eOPF.
4. A Member-4 copy of the "Certificate of Release or Discharge from Active Duty" Form (DD-214) should be provided for active duty uniformed service credit. If a DD-214 is unavailable (i.e., the applicant is on terminal leave) a Report of Separation or Statement of Service from the appropriate active duty uniformed service documenting active duty service under honorable conditions must be provided.
5. "A Statement of Prior Service Worksheet," SF-144A, or other equivalent form must include the creditable non-Federal, volunteer, or active duty uniformed service.
6. Personally identifiable information (PII) collected in implementing this subchapter shall be safeguarded to prevent any unauthorized use. The collection, use, and release of PII shall comply with reference (h).

REQUIRED DOCUMENTS CHECKLIST

1. A resume and any supplemental documentation, if necessary.
 - a. Selectee's resume or supplemental documentation must clearly document the length and nature of the experience to be credited.
 - b. Beginning and ending dates (month, day, year).
 - c. Evidence of the duties performed in relation to the position being filled.
2. Position Description.
3. SECNAV 12631/1, Request For Credit of Non-Federal, Volunteer, and Active Duty Uniformed Service Experience For Annual Leave Accrual Rate Coversheet.
4. A justification memo covering each period of directly related experience.
5. DD-214, Member 4 copy, or other acceptable document (when applicable).
6. SF-144A, Statement of Prior Service Worksheet, or other equivalent form.
7. Approval Memorandum signed by the Head of Echelon 1 or 2 command or designee.
8. When the DD-214 cannot be obtained, other official military documentation (e.g., Report of Separation or Statement of Service) showing the employee's honorable, active duty uniformed service may be used.
9. Notes:
 - a. All granted annual leave service credit must be made in writing and included in the final job offer letter prior to the EoD.
 - b. Justification to grant service credit must be made in writing prior to the EoD.

c. Complete package must be forwarded to the HRO and the OCHR Operations Center prior to the EoD.